

***TOWN OF NEWFIELDS BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, OCTOBER 2, 2007***

The meeting was called to order at 6:52pm. Selectmen present were: Michael Woodworth and Wes Moore. James McIlroy joined the meeting in progress. Others present were: Lt. Gould, Chief Reed, Rod Wood, Ray Trueman, Chip Purrington, Don Doane, and Clay Mitchell.

A discussion was held about installing a camera in the new police cruiser. Chief Reed explained that prior to his arrival in Town all of the cruisers had VHS type cameras in them. He would like a camera installed in each cruiser as it is replaced by a new cruiser so that eventually all would have cameras. Chief Reed stated that half of the cost of the camera would be paid by a state grant and the Town's portion would be paid out of the Police Special Details Revolving Fund – not the general fund.

Chief Reed explained that equipment is removed the cruiser being replaced and then reinstalled in the new cruiser. This takes between one and two weeks to accomplish. He advises that 2007 cruisers are no longer available. There is a 2008 cruiser available now. If it is not purchased now, it could be another three months before another is available. Chief Reed is looking to expend approximately \$24,000. for the car, \$3000. - \$6,000. for the camera (with ½ being reimbursed via a grant) and \$1,500. to transfer the equipment from the old cruiser to the new cruiser. Wes asked that this be discussed before the entire Board of Selectmen.

Chief Reed advises that the Alcohol Compliance Grant has been completed. There were a total of 18 arrests. The expenses associated with this will be fully reimbursed by the grant. A newspaper article will be written after the Chiefs of Police in Stratham, Newmarket, and Newfields have been interviewed by a reporter.

On October 9th between 6:00-8:00pm an internet class will be held at the Newfields Elementary School for parents on avoiding childhood crimes. This is being presented by the Newfields Police Department, the Newfields Teachers Organization, and the US Attorneys Office. It is open to all Newfields residents.

The McIntosh testing took place for police officer applicants. The Police Department will send out approximately 50 letters to candidates to start the hiring process again for part-time police officers. They hope to have the physical fitness portion of the testing process completed by the end of October.

Rod Wood of Avitar Assessing met with the Selectmen. He explained that one quarter of the Town is assessed each year. On the fifth year the entire Town is re-evaluated and each property in Town will have a new valuation. This re-evaluation is scheduled for 2008. The properties in Town are currently at 80.2% of fair market value (the state generates this percentage) and will be brought up to 90-110% of fair market value as required by the State.

Rod explained that he is at the Newfields Town Office one day per month. He does specific inspections (on new homes, additions, and abatement applications). His staff completes the re-assessing. We asked Rod what the procedure is if a "No Trespassing" sign is posted and Rod said that they will leave a card requesting a telephone call back to make an appointment. If the property owner will not allow the assessor to enter the property, the assessment will be made based on the information available and will be based on the highest quality.

With regard to Discretionary Easements, the values in question were generated from the last assessment. As the entire Town is being re-assessed, the values will be brought up to date prior to April of 2008. The owner needs to provide an appraisal to the Town for a Discretionary Easement. If the Town feels the appraisal is not accurate, it may be reviewed by Rod and an appraisal may be ordered by the Town from an impartial appraisal company. Spot assessments cannot be done – you cannot pick one property for re-assessment. If a Discretionary Easement renewal application is not filed by April 1st, the property reverts back to being assessed at full market value.

With regard to the condo values changing, Rod stated that changes had to be made to base them all the same way for fair and equal valuation.

Chip Purrington and Ray Trueman met with the Selectmen to discuss some issues with the Trustees of the Trust Funds. One Trustee resigned as she moved out of town and the duties are now being split between Chip and Ray. The records are split between them and the Town Office. Ray claims it is hard to find time to meet with Chip on a regular basis to do the bookkeeping. Ray mentioned hiring a bookkeeper or an accounting firm to do the paperwork for approximately 5-6 hours per month. He asked if the Administrative Assistant could take on this extra work as he feels the Auditors would want the Trustee information on the same accounting system as the one the Town utilizes.

Chip feels this is the responsibility of the Trustees. They would still have to approve all transfers and wondered how much time would actually be saved. However, he does feel that a central location for all of the Trustee records is a good idea. He would like the Administrative Assistant to open the Trustee mail, deposit any checks, and forward any deposit slips to the Trustees.

Ray has been completing the transfers and Chip has been balancing the books. The bank statements need to be sent to Chip. It was suggested that Nancy scan the bank statements and forward them to the Trustees via e-mail. For any checks

received, the Trustees would advise which bank account should be used. It was noted that stock dividends cannot be paid by EFT, but by check only. All in all, they would like the process streamlined with the banks and come up with a better system for the Trustees.

The Trustees would like to put a line in their 2008 budget for a bookkeeper salary. This would have to be presented to the Budget Advisory Committee and they would require an outline of the job. As there is more auditing and reporting required now than in the past, an accounting firm may be needed to complete the additional forms. It was noted that funds paid out in salary cannot be charged back to the Trust Funds.

Wes does not feel this is a good idea and suggested that all records be moved to the Town Office, sufficient file space be given to the Trustees for their records, and that office keys and alarm codes be given to the Trustees so that they may meet at the Town Office during off hours to complete the necessary work.

The Trustees and Administrative Assistant will try to come up with a workable arrangement for all concerned.

In the meantime, Wes will contact a few residents about their willingness to be appointed as a Trustee of the Trust Funds to complete Pam Abbott's term.

Chip asked for permission to repair the doors to the under stage storage area which are currently being kept closed with duct tape. There will not be any charge to the Town for these repairs. The Selectmen accepted Chip's offer and thanked him for his donation.

Clay Mitchell met with the Selectmen to interview for the position of Town Planner. He currently works part-time for the Towns of Epping and Middleton. He reviewed his qualifications with the Selectmen, was recommended by Reuben Hull, and is seeking a position such as the one Newfields is offering. Clay is not a civil engineer as Reuben is, but is a Town Planner as well as an attorney. Attending the Planning Board Meeting and one Selectmen's Meeting each month would be acceptable to Clay.

James explained that the Town needs a Capital Improvement Plan and a Master Plan. Clay is willing to work on those items. He is also willing to review the Town Ordinances to see if they are workable and to draft a temporary sign ordinance.

Clay was asked to present a proposal to the Board. He will e-mail his resume to the Town and was also asked to contact Planning Board Chairman Bill Meserve to make arrangements to meet. Nancy will give Bill a heads up on this and also ask him to contact Epping for a reference check. Bill will be asked to attend next week's Selectmen's Meeting with a report.

The Selectmen went into a non-public session at 9:20pm per RSA 91-A:3 II. The meeting returned to a public session at 9:26pm.

The correspondence from Sarah McGregor of Dragon Mosquito Control, Inc. was reviewed. Wes made a motion to authorize one more week of mosquito trapping based on Sarah's report. James seconded the motion and the motion passed with all in favor. Nancy was asked to contact Dragon Mosquito with the authorization to trap.

It was decided to hold a Public Hearing on mosquito control for 2008. The Selectmen hope to hold it on Tuesday, November 6th at 7:00pm. Nancy will contact the necessary experts to make sure they will be able to attend.

The appointment of Ray Buxton as liaison to the 9-1-1 ALI Database was signed. Scott Buxton was appointed as assistant liaison.

James made a motion to accept the renewal contract with Cartographics for 2008. The motion was seconded by Wes and the motion was passed with all in favor. The contract was then signed by the Selectmen.

The discussion about the Town Hall was tabled until next week.

"Progress Billing" was received from the auditors Plodzik and Sanderson in the amount of \$10,475. As the audit has not been completed and we have not been given a completion date, the Selectmen decided to make a \$3,000. payment at this time.

A "Farmers Market" not approved by the Selectmen was held on Town property. A big tractor, a large tent, and vendors selling vegetables and wine were in attendance last Saturday. Michael Woodworth spoke with Larry Arend who advised that the Library Trustees authorized the "Farmers Market". Nancy was asked to contact the Town's insurance carrier about this and also to obtain a copy of the Library Trustees meeting minutes authorizing the use of the library grounds for this use.

The Selectmen are concerned that a liability risk has been incurred on the Town's behalf with this event. This is in contrast to the Town's stated policy requiring insurance for events. The Selectmen wish to discuss this with the Library Trustees at a future Selectmen's Meeting.

Larry Arend, Library Trustee, told Selectman Michael Woodworth that contrary to the Selectmen's request, the Trustees will not be holding a Public Hearing to discuss the parking lot and driveway expansion plans for the library and that only one abutter attended the meeting which was held last week. Another abutter had asked for a postponement of the meeting.

The Dependent Coverage & Deductible form for the employees' health insurance was signed by the Selectmen. It was confirmed that the Town will reimburse any employee who is subjected to the \$500. deductible as originally agreed in December of 2005.

James made a motion to approve mowing the field at the Cole Farm. Michael seconded the motion and the motion passed with all in favor.

Wes made a motion to accept the minutes of the September 25, 2007 Selectmen's Meeting as amended. Michael seconded the motion and the motion passed with all in favor.

Correspondence regarding Feasibility Grant Funds was reviewed.

Correspondence from the Lane Law Office was reviewed.

Correspondence from Maggie Wood Hassan regarding the Estuary Alliance for Sewage Treatment (EAST) was reviewed and will be given to Ray Buxton for further action.

Correspondence from the State of New Hampshire Department of Resources and Economic Development was reviewed and will be passed on to the Conservation Commission for further action.

A new Basic Law guideline was received from the Local Government Center.

The cable contract was tabled until next week.

At 10:19pm, Wes made a motion to adjourn the meeting. James seconded the motion and the motion passed with all in favor.

Respectfully submitted,

Nancy J. Spencer
Administrative Assistant